

**PRE-PROPOSAL CONFERENCE
&
SITE VISIT**

JANUARY 17, 2013

**PAINTING SERVICES
U.S. EMBASSY – COPENHAGEN, DENMARK**

1. EACH OF THE PERSONS ATTENDING THE SITE VISIT MUST BE INTRODUCED.
2. INTRODUCTION OF EMBASSY ORGANIZATION, E.G., CONTRACTING OFFICER (CO), CONTRACTING OFFICER REPRESENTATIVE (COR), CONTRACT ADMINISTRATOR, ETC.
3. THE PURPOSE OF THE SITE VISIT IS TO DISCUSS ALL ADMINISTRATIVE AND TECHNICAL REQUIREMENTS CONCERNING THIS SOLICITATION.
4. ANY STATEMENTS MADE AT THE SITE VISIT DO NOT CHANGE THE SOLICITATION. ALL CHANGES WILL BE WRITTEN AMENDMENTS TO THE SOLICITATION.
5. ALL CORRESPONDENCE SHOULD BE IN ENGLISH AND ADDRESSED TO THE CONTRACTING OFFICER.
6. PLEASE DIRECT ANY QUESTIONS REGARDING THIS SOLICITATION IN WRITING TO MS. ULRIKA C MADSEN TO FAX NO. +45-3543 0223 OR E-MAIL TO MADSENUC@STATE.GOV NO LATER THAN 12.00 HOURS ON JANUARY 24, 2013. QUESTIONS MUST BE WRITTEN IN ENGLISH.
7. ALL WRITTEN QUESTIONS RECEIVED PRIOR TO AND DURING THE SITE VISIT WILL BE RELEASED AS SOON AS POSSIBLE AFTER THE CONFERENCE IN WRITING AND AT THE SAME TIME TO ALL OFFERORS WHO RECEIVED A COPY OF THE SOLICITATION.

ADMINISTRATIVE AND TECHNICAL REQUIREMENTS

SECTION 1 – THE SCHEDULE

1. Scope of Services

The requested service consists of painting services.

Please observe that the majority of the work will be required during summer months.

All work shall be carried out in accordance with Danish Industry Standards.

This is an Indefinite-Delivery Indefinite-Quantity type contract under which may be placed firm-fixed price task orders.

2. Pricing

The prices listed shall include all costs (labor, materials, insurance, overhead and profit.). No additional costs will be accepted during the contract period.

All prices must be fixed prices. No changes will be made after the contract is signed.

The rates for the option years must be in the offer and are not subject to renegotiation after the contract is signed.

All prices to be stated in DKK incl. 25% VAT (Moms).

The VAT (Moms) should be shown separately on invoices.

Please note that the contract does not specify indoor or outdoor painting. The Offeror should take that into consideration when specifying costs.

The contract minimum for each year (base year, option year one and option year two respectively) is 20,000 DKK incl. 25% VAT.

The contract maximum for each year (base year, option year one and option year two respectively) is 1,000,000 DKK incl. 25% VAT.

9. Effective Ordering Period

Expected performance period is three years (one base year plus two option years) from Notice to Proceed.

The Government may extend this contract under FAR 52.217-9, "Option to Extend the Contract". This clause allows the exercise of options to be the choice of the Government, not the Contractor.

15. Deliverables

The Contractor shall deliver the following items under this contract:

Insurance:	10 days after award
Safety Plan:	10 days after award
List of Personnel:	10 days after award
Construction Schedule:	Identified in each task order
Payment Request/Invoice:	Completion of each task order

19. Safety – Accident Prevention

The Contractor shall be responsible for its subcontractors' compliance with this clause.

23. Payment

Invoices should be submitted to:

American Embassy
Dag Hammarskjölds Allé 24
2100 København Ø
Attn.: FMO

The contract number and task number is to be included on the invoice and invoices are to be submitted electronically to the e-mail address:

copenhagenusfaktura@state.gov

CONTINUATION TO SF-1449, RFP NUMBER SDA200-13-R-0002
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. Applicable painting standards/paint instructions

Painting and preparatory work must follow Danish Standard. Paint used shall be approved by all relevant authorities and data sheet must be handed over to the COR upon request.

2. Preparation/protection of work area

If the Contractor spills any paint, or in any way soils the surrounding areas the Contractor shall clean up using a specialized finishing company at the Contractor's expense. After completion of the painting work, the Contractor shall return all furnishings to their original position, and clean the area free of litters and debris.

5. Technical specifications for painting work

Material Quality: The Contractor shall provide the manufacturer's best quality trade sale type paint material. Paint material containers not displaying manufacturer's products are not acceptable.

Material Delivery: The Contractor shall deliver materials to the job site in manufacturer's original, unopened packages and the containers shall bear the manufacturer's name and label with trade name and manufacturer's instructions.

The Contractor shall apply paint only in temperatures that comply with the manufacturer's specifications.

Scheduled Painting: The Contractor shall apply the first coat to surfaces that have been cleaned, pretreated or otherwise prepared for painting as soon as practicable, and before subsequent surface deterioration. Allow sufficient time between successive coats to permit proper drying. Do not recoat until paint has dried.

Upon completion of painting, the Contractor shall clean all paint-spattered surfaces. The Contractor shall remove spattered paint by washing, scraping or other proper methods, avoiding scratching or damaging adjacent finished surfaces.

The Contractor shall remove temporary protective wrappings after completion of painting operations.

SECTION 2 – CONTRACT CLAUSES

The full text of contract clauses may be accessed electronically at:

<http://acquisition.gov/far/index.html>

or

<http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet “search engine” (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

PLEASE OBSERVE:

U.S. Government contract - No Offeror Standard Terms & Conditions will be allowed.

NEW REQUIREMENT:

All U.S. Government contracts above \$25,000 (appx. 145,000 DKK incl. 25% VAT) require a DUNS Number (Dun and Bradstreet Number).

FAR 52.204-99, “System for Award Management Registration”, see page 36 – 38 of the solicitation.

FAR 52.222-50, “Trafficking in Persons”

The Department of State employs contractors to support mission objectives throughout the world. Trafficking in persons (TIP) encompasses a variety of illegal and exploitative practices that occur throughout the world. The U.S. Government has a zero tolerance policy towards engagement in TIP by any recipient of federal funds. Every instance must be reviewed and addressed. FAR 52.222-50, Combating Trafficking in Persons, sets government-wide requirements for preventing these practices.

Key elements of the solicitation

Question and answers:

- * Only written responses from the Contracting Officer are considered official.

Amendments to the solicitation:

- * You must acknowledge receipt of all amendments in writing.

Submission of proposals:

- * Proposals are due by 10:00 hours on February 19, 2013.
Negotiations, written or verbal as necessary, will be conducted as soon as possible thereafter.

Your proposal must be “Responsive”!

All proposals must be considered responsive. Responsive means that:

1. All required documents are submitted as required in Section 3.
2. The documents submitted are properly executed.
3. The documents are submitted by the due date.

FAILURE TO SUBMIT PROPERLY EXECUTED DOCUMENTS IN A TIMELY MANNER MAY BE CONSIDERED “NON-RESPONSIVENESS” AND YOUR OFFER MAY BE REJECTED.

Your Proposal package must consist of:

- Completed Standard Form (SF) 1449 (Cover page), Blocks 17, 24 and 30 as appropriate.
- Fully completed Section 1 – The Schedule.
- All information as required by Continuation to SF-1449, Schedule of Services, of the solicitation.
- Fully completed Section 5 – Offeror Representations and Certifications.

The mailing address for proposal submission is identified in the Standard Form 1449, Block 9.

Basis of award

The award selection will go to the lowest priced, technically acceptable, responsible Offeror.

The U.S. Government may award the contract based on initial proposals and without holding discussion (negotiation), provided that the U.S. Government considers such offer to be reasonable and in its best interest.

Evaluations of Options:

The Government will evaluate offers for award purposes by adding the total price for all Options to the total price for the basic requirement. Evaluation of Options will not obligate the Government to exercise the Option(s).

CONFERENCE AND SITE VISIT ATENDEES

NAME	COMPANY REPRESENTED
Ulrik Finne	Malerfirmaet Sander & Dam A/S
Jan Jakobsen	Malerfirma Jan Jakobsen ApS
Thomas Grøngaard Kristensen	Malermester Grøngaard Kristensen ApS
Ulf Viebke	Viebke & West A/S
Anders Hørdum Made	A/S Bolind Consult
Alex Watz Thomsen	A/S Bolind Consult
Hans Larsen	E&P Service
John Svenstrup	E&P Service

EMBASSY STAFF
Tommy Hansen
Ulrika C Madsen